

REMARKS

Claims 1-9, 11-15 and 17-24 are pending in this application. By this Amendment, claims 2 and 13-14 are amended to correct informalities. No new matter is added.

Applicants respectfully submit that the amendment should be entered under 37 C.F.R. §1.312 and MPEP § 714.16 because they (1) correct formal matters without changing the scope of the claims; and (2) will not require substantial additional work by the Examiner.

The amendments correct informalities that were first discovered after receiving the Notice of Allowance. Specifically, claim 2 at line 19 is amended to change "converting means" to "conversion unit." Claim 13 at lines 28-29 is amended to change "supplied-data said meeting data" to "supplied-data including said meeting data." Claim 14 at line 19 is amended to change "each the meeting data" to "each of the meeting data" and at lines 26-27, "supplied-data said meeting data" is amended to "supplied-data including said meeting data."

Entry of this Amendment is respectfully requested. Should the Examiner have any questions in this matter, the Examiner is invited to contact Applicants' representative at the telephone number listed below.

Respectfully submitted,



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JAO:JHB/ccs

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